

Lois Ann Day, Director of Child Welfare Programs  
**Authorized Signature**

**Number:** CW-PT-15-002  
**Issue Date:** 1/15/15

**Topic:** Personal Care Services

**Transmitting (check the box that best applies):**

- ☐ New policy    ☐ Policy change    ☐ Policy clarification    ☐ Executive letter  
☒ Administrative Rule    ☐ Manual update    ☐ Other: \_\_\_\_\_

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> Health Services                |
| <input type="checkbox"/> Aging and People with Disabilities       | <input type="checkbox"/> Office of Developmental        |
| <input checked="" type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS)                            |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify): _____  |

Policy/rule title:	Personal Care Services		
Policy/rule number(s):	I-E.5.1.2 431-090-0100 thru 0210	Release no:	
Effective date:	01/01/2015	Expiration:	
References:	Title XIX State Plan ORS 418.005 I-A.5.2, Contested Case Hearings <a href="http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-a52.pdf">http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-a52.pdf</a>		
Web Address:	<a href="http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-e512.pdf">http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-e512.pdf</a>		

**Discussion/interpretation:** These rules have been revised.

OAR 413-090-0110, Definitions have been updated to conform definitions of terms with other child welfare policies.

OAR 413-090-0133, 413-090-0135 and 413-090-0140 have been updated to reflect the current position title for the RN Nurse Coordinator, clarify the responsibilities of the Personal Care Nurse Coordinator in applying the rating scale to making a determination, and to update the process for determination of a child or young adult with Level 4 personal care needs.

OAR 413-090-0136 specifies that the contract registered nurse or personal care nurse coordinator must develop personal care services plans, must specify the date the personal care services may begin and end and must use a specific Department form.

OAR 413-090-0150 has been updated to clarify the payment for personal care services and when such payment is authorized to begin.

These policies have also been revised to include the use of separate assessment tools for the contract nurses. [CF 0176](#) , Personal Care Services Assessment – Infant Through 24 Months is for children under 2 years. [CF 172 PCSP](#), Personal Care Services Assessment is for all children over 2 years of age. The addition of a specialized tool for infants was created to better reflect an assessment of the health care needs of infants and small children.

[Exhibit 1](#) has been revised to update the algorithm in making the determination of the level of personal care.

**Implementation/transition instructions:** Staff should read and review the updated rules. Contract personal care nurses have already received instruction on the use of the new tools.

**Training/communication plan:** The contract nurses conducting the personal care assessments have received instruction on the use of the new tools. Staff who have questions regarding the circumstances under which a child should be referred for an assessment should contact one of the RN nurse coordinators for the agency, Teresa Hausch, 503-945-5681, or Heidi Beaubriand, 503-947-1187.

**Local/branch action required:** Staff should read and review the updated rules.

**Central office action required:** The RN Nurse Coordinators are available to local offices for further consultation or training if needed.

**Field/stakeholder review:**      X    Yes                      No

**If yes, reviewed by:**      Rule Advisory Committee (RAC), Policy Council, and public hearing.

**Filing Instructions:**      none

*If you have any questions about this policy, contact:*

<b>Contact(s):</b>	Teresa Hausch, RN		
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